

Appendix A

**everything your students (and you) need to know to be able
to do DGP**

Monday Notes (Parts of Speech)

NOUN

- person, place, thing, idea
- common: begins with lower case letter (city)
- proper: begins with capital letter (Detroit)
- possessive: shows ownership (girl's)

PRONOUN

- takes the place of a noun
- types
 - personal (1st person: pronouns having to do with "me"; 2nd person: pronouns having to do with "you"; 3rd person: pronouns having to do with everyone else)
 - singular nominative: I, you, he, she, it
 - plural nominative: we, you, they
 - singular objective: me, you, him, her, it
 - plural objective: us, you, them
 - singular possessive: my, your, his, her, its, mine, yours
 - plural possessive: our, your, their, ours, yours, theirs
 - reflexive (reflect back to "self")
 - myself, yourself, himself, herself, itself, ourselves, yourselves, themselves
 - not words: hisself, ourself, theirselves
 - relative (start dependent clauses)
 - that, which, who, whom, whose
 - interrogative (ask a question)
 - Which? Whose? What? Whom? Who?
 - demonstrative (demonstrate which one)
 - this, that, these, those
 - indefinite (don't refer to a definite person or thing)
 - each, either, neither, few, some, all, most, several, few, many, none, one, someone, no one, everyone, anyone, somebody, nobody, everybody, anybody, more, much, another, both, any, other, etc.

ADVERB

- modifies adjectives (really cute), verbs (extremely fast), and other adverbs (very easily)
- tells How? When? Where? To what extent?
- Not is always an adverb.

ADJECTIVE

- modifies nouns (I have a green pen.) and pronouns (They are happy.)
- tells Which one? How many? What kind?
- articles: a, an, the
- proper adjective: proper noun used as an adjective (American flag)

PREPOSITION

- shows relationship between a noun or pronoun and some other word in the sentence
- across, after, against, around, at, before, below, between, by, during, except, for, from, in, of, off, on, over, since, through, to, under, until, with, according to, because of, instead of, etc.
- We went to school. We went up the stairs.

CONJUNCTION

- joins words, phrases, and clauses
- types
 - coordinating
 - FANBOYS (for, and, nor, but, or, yet, so)
 - subordinating
 - start dependent clauses (and therefore must be followed by subject and verb)
 - after, since, before, while, because, although, so that, if, when, whenever, as, even though, until, unless, as if, etc.
 - correlative
 - not only/but also, neither/nor, either/or, both/and

VERB

- shows action or helps to make a statement
- types
 - action
 - shows action
 - She wrote a note.
 - linking
 - links two words together
 - can be linking: is, be, am, are, was, were, been, being, appear, become, feel, grow, look, remain, seem, smell, sound, stay, taste
 - English is fun. (English = fun) The game is on Saturday. (action)
 - The flower smells pretty. (flower = pretty) The dog smells the flower. (action)

- helping
 - “helps” an action verb or linking verb
 - If a verb phrase has four verbs, the first three are helping. If it has three verbs, the first two are helping. And so on.
 - can be helping: is, be, am, are, was, were, been, being, will, would, can, could, shall, should, may, might, must, have, has, had, do, does, did, ought
 - We have been taking notes all day. (Taking is action.)
 - She will be cold without a jacket. (Be is linking.)
- tenses
 - present
 - happening now (jump, talk, eat, falling, is falling, am falling)
 - past
 - happened previously (jumped, talked, ate, fell, was falling)
 - future
 - will happen in the future (will jump, shall talk, will be eating)
 - present perfect
 - *have* or *has* plus past participle (have jumped, has talked, have been eating, has been falling)
 - past perfect
 - *had* plus the past participle (had jumped, had talked, had been eating)
 - future perfect
 - *will have* or *shall have* plus past participle (will have jumped, shall have talked, will have been eating)

VERBAL

- verb not behaving like a verb
- types
 - gerund
 - verb acting like noun
 - ends in -ing
 - Reading is fun. (subj.) I enjoy shopping. (D.O.) Use pencils for drawing. (O.P.)
 - participle
 - verb acting like adjective
 - ends in -ing or -ed (or other past tense ending)
 - I have running shoes. Frightened, I ran down the street. It's an unspoken rule.
 - infinitive
 - to + verb
 - can act like noun (I like to eat), adjective (It's the best place to eat), or adverb (I need a pen to write a letter)

Tuesday Notes

(Sentence Parts and Phrases)

SUBJECT

- part of sentence about which something is being said
- must be noun, pronoun, gerund, or infinitive
- can never be in a prepositional phrase
- There and here are never the subject of a sentence.
- The subject can be an “understood you”: Bring me the remote control, please. (You bring it.)

VERB

- transitive: takes a direct object (We love English.)
- intransitive: does not take a direct object (Please sit down.)
- All linking verbs are intransitive.

COMPLEMENT

- completes the meaning of the subject and verb
- types
 - direct object
 - is a noun or pronoun
 - follows an action verb
 - is never in a prepositional phrase
 - To find it, say “subject,” “verb,” “what?”
 - I like English. “I” “like” “what?” English (direct object)
 - indirect object
 - is a noun or pronoun
 - comes before a direct object
 - is never in a prepositional phrase
 - To find it, say “subject,” “verb,” “direct object,” “to or for whom or what?”
 - He gave me the paper. “He” “gave” “paper” “to whom?” me (indirect object)
 - predicate nominative
 - is a noun or pronoun
 - follows linking verb and renames subject
 - To find it, say “subject,” “linking verb,” “what?”
 - He is a nice guy. “He” “is” “what?” guy (predicate nominative)
 - predicate adjective
 - is an adjective
 - follows linking verb and describes subject
 - To find it, say “subject,” “linking verb,” “what?”
 - He is nice. “He” “is” “what?” nice (predicate adjective)

APPOSITIVE/APPOSITIVE PHRASE

- noun or pronoun that follows and renames another noun or pronoun
- My son Beck likes trains.
- Ansley, my daughter, loves to dance.

OBJECT OF PREPOSITION

- follows preposition and tells "what?"
- The key is under the rug. "under what?" rug (object of preposition)
- If there's no object, it's not a preposition: Please stand up. (Up is an adverb.)

OBJECT OF INFINITIVE

- follows infinitive and tells "what?"
- I want to eat pizza. "to eat what?" pizza (object of infinitive)

OBJECT OF GERUND

- follows gerund and tells "what?"
- I like eating pizza. "eating what?" pizza (object of gerund)

OBJECT OF PARTICIPLE

- follows participle and tells "what?"
- Riding his bike, he struggled up the hill. "riding what?" bike (object of participle)

PREPOSITIONAL PHRASE

- group of words beginning with preposition and ending with noun or pronoun
- can act as adjective (I want a room with a view.) or adverb (His house is on the lake.)

GERUND PHRASE

- gerund plus its modifiers and objects
- Writing long essays can be fun.

PARTICIPLE PHRASE

- participle plus its modifiers and objects
- Running down the hall, he bumped into the principal.

INFINITIVE PHRASE

- infinitive plus its modifiers and objects
- He likes to eat pepperoni pizza.

Wednesday Notes

(Clauses and Sentence Type)

CLAUSES

- Each clause must have a subject and verb.
- types
 - independent (also called main clause)
 - Every sentence must have at least one independent clause.
 - The independent clause can usually stand alone.
 - An independent clause does not start with a relative pronoun or subordinating conjunction.
 - dependent (also called subordinate clause)
 - The dependent clause can never stand alone.
 - A dependent clause starts with a relative pronoun or a subordinating conjunction.
 - types
 - adverb
 - usually starts with a subordinating conjunction
 - acts like an adverb
 - We will eat when the bell rings. (modifies eat)
 - We will eat is independent.
 - adjective
 - usually starts with a relative pronoun
 - acts like an adjective
 - She likes the guy who sits in front of her. (modifies guy)
 - She likes the guy is independent.
 - noun
 - usually starts with a relative pronoun
 - acts like a noun
 - I hope that you understand the examples. (acts as direct object)
 - I hope is independent.

SENTENCE TYPES

- simple sentence = one independent clause
- compound sentence = two or more independent clauses
- complex sentence = one independent clause + one or more dependent clauses
- compound-complex sentence = two or more independent clauses + one or more dependent clauses

Thursday Notes

(Punctuation and Capitalization)

CAPITALIZATION

- Capitalize proper nouns and proper adjectives.
- Capitalize the first word of each sentence.

SEMICOLON

- joins two clauses without a coordinating conjunction
 - He likes apples; she likes oranges.
 - He goes to Harvard; however, she goes to Yale.
- can be used in series with commas for clarity
 - We went to London, England; Paris, France; Madrid, Spain; and Rome, Italy.

APOSTROPHE

- Use apostrophes to make words possessive and to make contractions.
- Don't use apostrophes to make words plural.
- Possessive pronouns don't use apostrophes. (hers, its, ours, yours, etc.)
- Be sure you have a real word before your apostrophe: children's toys, not childrens' toys.
- If the word is plural and ends in *s*, add apostrophe only: dogs' owners.
- Treat singular nouns ending in *s* just like any other singular noun: boss's, Brutus's.

UNDERLINING/ITALICIZING

- Underlining and italicizing are the same thing.
- Underline or italicize titles of long things: newspapers, magazines, CDs, movies, novels, plays, musical compositions, etc.
- Underline or italicize names of ships, planes, trains, and artwork.
- Underline or italicize foreign expressions.

QUOTATION MARKS

- Quote titles of short things: short stories, poems, songs, articles, episodes of TV shows, etc.
- Quote dialogue and words copied from other sources.
- Commas and periods that follow quoted words always go inside closing quotation marks. (I said, "Go home.")
- Colons and semicolons that follow quoted words always go outside closing quotation marks. (We're "friends"; we don't date.)
- Use single quotation marks only to enclose quotes within quotes.
- Use double quotation marks in all other situations. (He's a real "team player.")

COMMAS

(Rule numbers are significant for reference purposes only.)

1. **adverb dependent clause*, independent clause** (If it rains, we'll go inside.)

2. independent clause ~~/~~ adverb dependent clause (We'll go inside if it rains.)
3. independent clause, cc** independent clause (Joe likes pizza, but Fred likes tacos.)
4. subject verb ~~/~~ cc verb (Joe likes pizza but does not like vegetables.)
5. independent clause; independent clause (Joe likes pizza; Fred likes tacos.)
6. introductory participial phrase, (Running down the hall, he tripped and fell.)
7. introductory prepositional phrase, (After English class, we go to lunch.)
8. , nonessential appositive, (We read *The Great Gatsby*, a novel, in class. We read the novel *The Great Gatsby* in class.)
9. , nonessential adjective clause***, (Jane, who drives a red car, is nice. All students who skip school should be suspended.)
10. items, in, series (Please buy apples, oranges, and bananas. I like the warm, fuzzy blanket.)
11. , noun of direct address, (Tom, would you hand me the phone? Please don't sit there, Sue.)
12. day of week, month date, year, (The baby is expected on Sunday, February 27, 2000, in Georgia.)
13. city, state, (We moved to Peachtree City, Georgia, in 1975.)
14. introductory word, (Well, I hope these rules come in handy. However, you must use them.)
15. , interrupter, (These rules, I think, will help you if you use them.)

*adverb dependent clause = subordinating conjunction + subject + verb

common subordinating conjunctions:

because	after	until
as	though	so that
since	whenever	before
if	even	unless
while	as if	
although	when	

**coordinating conjunctions = FANBOYS

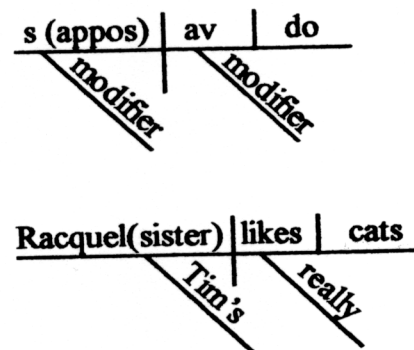
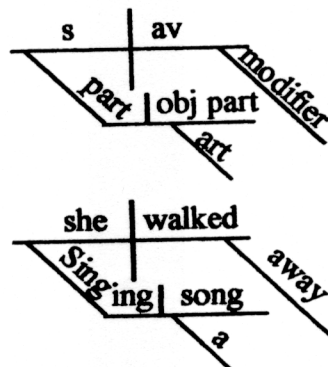
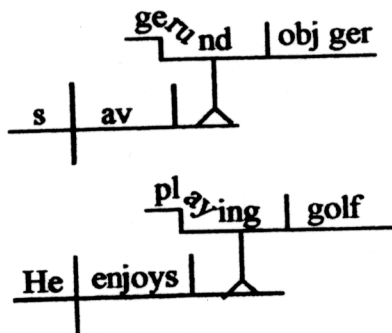
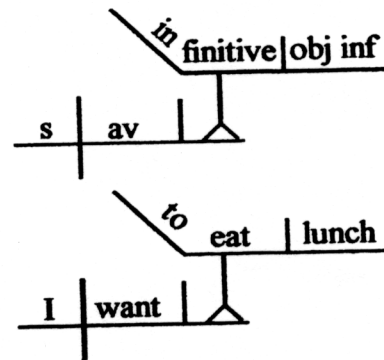
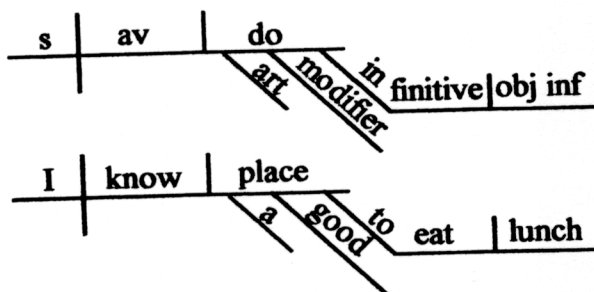
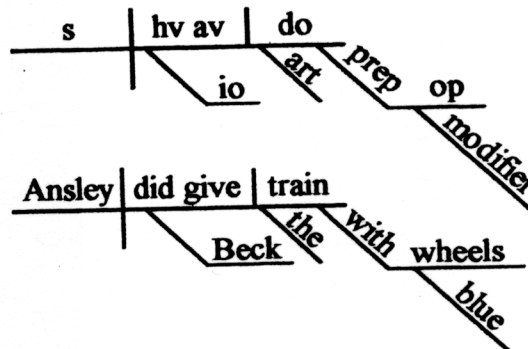
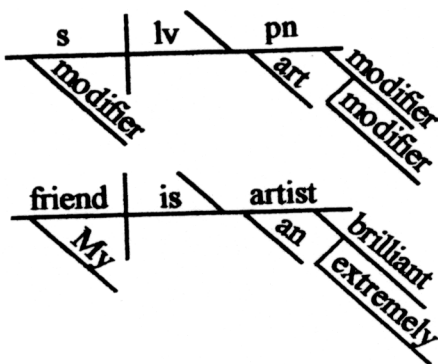
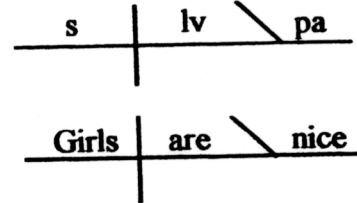
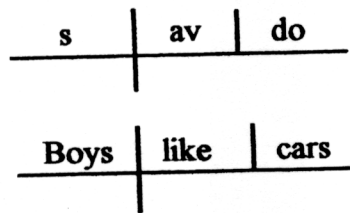
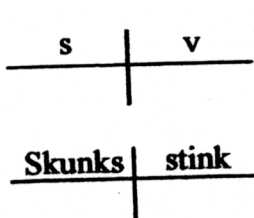
for and nor but or yet so

~~then~~ ~~however~~ ~~therefore~~

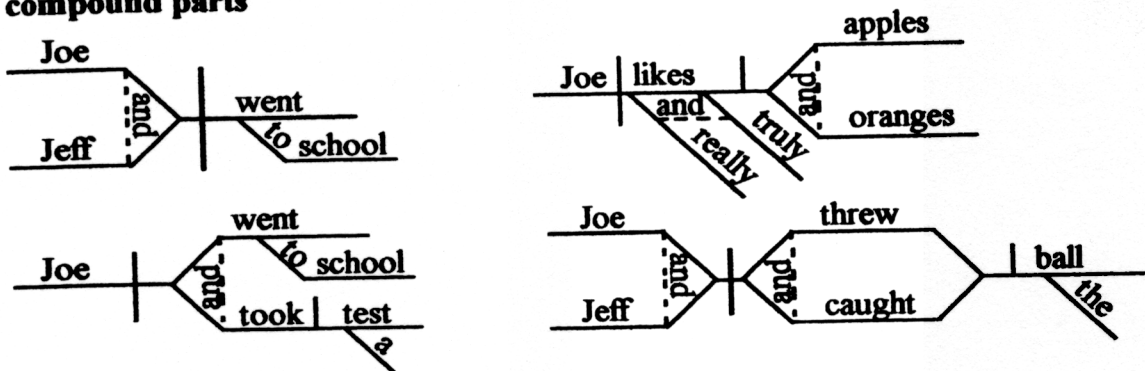
***adjective dependent clause = relative pronoun + subject + verb

relative pronouns: that which who whom whose

Friday Notes (Diagramming)

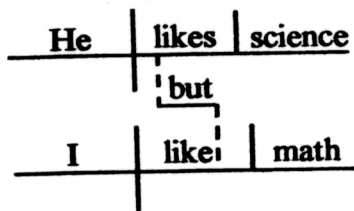


compound parts

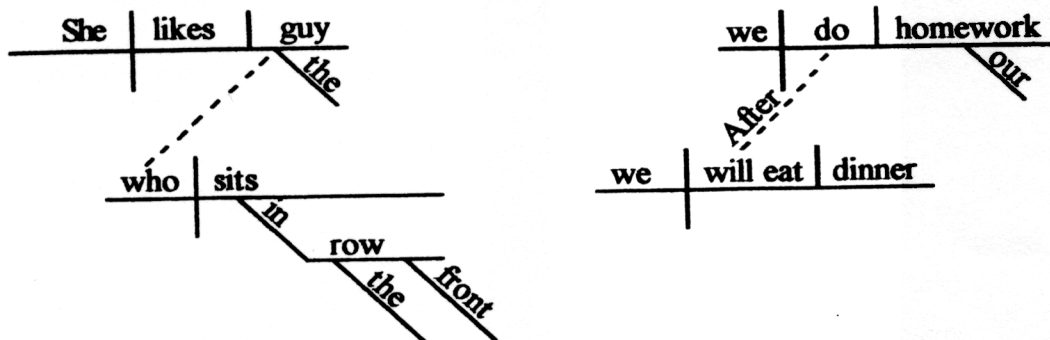


clauses

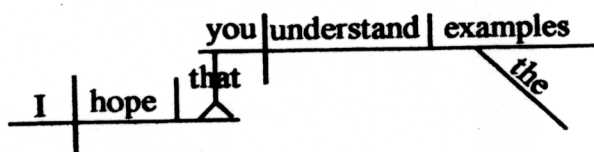
(connect independent clauses at verbs)



(connect adjective and adverb dependent clauses to what they describe)



(noun dependent clauses go on pedestals)



These basics will help you through most of your DGP sentences for the year. If you need more help, check a grammar book or the internet. One good website to check out is webster.commnet.edu/grammar, but there are hundreds out there!